



King County
Communications Specialist III
DEPARTMENT OF TRANSPORTATION
DOT Public Affairs Group
Annual Salary: \$51,502.26 - \$65,282.05
Job Announcement No.: 03DP3699TLT
OPEN: 9/2/03 CLOSE: 9/17/03

WHO MAY APPLY: This one year full benefited Term-Limited Temporary position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 South Jackson St., M. S. KSC-TR-0419, Seattle, WA 98104-3856**, or hand delivered to the **Career and Employment Center** located at The King Street Center, 201 South Jackson Street. Application materials **must be received by 4:00 p.m.** on the closing date. (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and a letter of interest detailing your background and describing how you meet or exceed the requirements are required. Three writing samples (web content, newsletter, news release, etc.) and three Web design and publishing samples are required. Web samples may be presented by submitting a URL or on a CD using standard applications.

WORK LOCATION: King Street Center, Pioneer Square, Seattle, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal workweek is Monday through Friday 8:00 a.m. to 5:00 p.m. This position may also be required to work occasional nights and weekends.

PRIMARY JOB DUTIES: This position is part of the Department of Public Affairs unit and will be responsible for researching, writing and overseeing print and on-line production of a multi-year departmental progress report. This position will also develop strategies and materials related to the implementation of several projects required by recent county and department-wide Web initiatives. These include the development of a seamless Web initiative aimed at inventorying, writing and updating Web content and participating in the development of layout and overall look and feel of Web pages. Specific job duties include:

- Research, write and oversee print and on-line production of multi-year departmental progress report. This report will serve as a prototype for future annual reports. Contribute to the development of other writing projects as necessary.
- Represent the Director's Office by providing a leadership role in the development of a department-wide seamless Web initiative to ensure consistent look and feel, improved navigation and organization of Web pages.
- Represent the Director's Office on a countywide project aimed at inventorying and updating Web content. Participate in writing and updating content and layout as needed. Perform publishing, layout and design of Web pages and support administration of listserve services.
- Develop effective networks with department's divisions, other departments, and other county agencies to support development and implementation of Web projects.

QUALIFICATIONS:

- Bachelor of Arts degree in journalism, communications, public relations or related field or the equivalent combination of experience and education.
- Three years experience in public relations, communications, or news media position, with a strong ability to write materials for diverse constituencies including the news media.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Ability to use creativity and imagination when preparing communication materials to address the needs of targeted audiences.
- A minimum of two years creating Web content in addition to performing Web publishing and executing visually appealing design and layout.
- Knowledge of and experience and proficiency in HTML coding, authoring tools, and web page design.
- Experience with Web based graphic design, image formatting and compression and graphic tools such as Adobe Photoshop.
- Successful experience and leadership working in a high performance, collaborative team environment.
- Ability to work under pressure and meet deadlines.
- Demonstrated ability to quickly respond to changing priorities and needs.
- Excellent verbal and written communication skills, including proofreading, grammar usage, and spelling.
- Ability to learn new technical skills as needed.
- Ability to work independently.

NECESSARY SPECIAL REQUIREMENTS:

- A valid Washington State driver's license or the alternate ability to travel around the County in a timely manner is required.

SELECTION PROCESS: Application materials will be screened for qualification, content and clarity. The most competitive applicants may be invited to participate in writing and Web publishing exercise and an interview.

UNION MEMBERSHIP: This position is not represented by a union.

CLASS CODE: 252301